

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Sugar Section

MAY 22 1939  
Reserve

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1937 Hawaiian Sugarcane Program

INSTRUCTIONS FOR FILLING OUT APPLICATION FOR PAYMENT  
FORM SC-100 AND SUPPLEMENTS 1 and 2 THERETO

DEFINITIONS

For the purpose of these instructions,

APPLICATION means Form SC-100, Application for Payment, 1937 Hawaiian Sugarcane Program, Form SC-100, Supplement 1, Continuation Sheet for Section VIII of Application for Payment, and Form SC-100, Supplement 2, Certificate with Respect to Joint-Producers, to be Submitted by Producer-Processor Who Operates the Farming Unit and Who Executes Form SC-100.

FARM means all land which is farmed by a producer, or group of producers, as a single farming unit, with cropping practices, workstock, equipment, labor and management substantially separate from that of any other land.

PRODUCER means any person who was the legal owner, at the time of harvest or abandonment, of a portion or all of the sugarcane covered by the application.

OPERATOR means the producer who operates the farm covered by the application, or the legal representative of such producer.

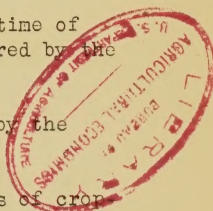
PLANTATION FARM means a farm comprising more than 500 acres of crop land not devoted to permanent pasture, or to orchards, or to trees of any kind.

CHEMICAL FERTILIZER means commercial chemical fertilizer not less than 15 percent of the gross weight of which consists of plant food.

PLANT FOOD means the aggregate amount of nitrogen, available phosphoric acid and water soluble potash in chemical fertilizer.

FORM IR-101-HAWAII means Application for Payment - Hawaii - 1937 Agricultural Conservation Program - Insular Region for the farm covered by the application.

FORM IR-102 means Supplement to Application for Payment for Plantation Farms - 1937 Agricultural Conservation Program - Insular Region for the farm covered by the application.



LABORER means any person who was employed on the farm covered by the application in the production, cultivation or harvesting of sugarcane in 1937, subsequent to June 30.

ACP-16 means Instructions on Signatures and Authorizations, in connection with the execution of applications for payment, or related papers under the Agricultural Conservation Program.

#### INSTRUCTIONS FOR FILLING OUT AND HANDLING THE APPLICATION

The application is to be filled out in triplicate. All entries, except signatures and dates, should be typewritten or plainly printed in ink or indelible pencil. The original is to be sent to Washington, D.C. One copy is to be retained in the Honolulu, T.H. office and one copy should be delivered to the operator of the farm covered by the application.

Acreages and tonnages of sugarcane for sugar shall be expressed to the nearest tenth of an acre and tenth of a ton respectively. Five or fewer hundredths are to be dropped and more than five hundredths will be considered as a whole tenth. Figures relative to hundredweights of sugar shall be expressed to the nearest hundredth of a hundredweight. Five or fewer thousandths are to be dropped and more than five thousandths will be considered as a whole hundredth.

The application must cover all land which is farmed by a producer, or group of producers, as a single farming unit, with cropping practices, work-stock, equipment, labor and management substantially separate from that of any other land.

All data which is ascertained from the operator must be checked by the Honolulu, T.H. office before Section IX is executed.

#### HEADING

Local district - The name or designating number of the local administrative district must be entered in the space provided.

Serial number - The serial number of the application must be entered in the space provided.

#### SECTION I. APPLICATION AND CERTIFICATION OF PRODUCERS

Producers on a farm, when signing the application, are certifying to all the provisions included in this section. The attention of such producers should be called to these provisions before they are permitted to sign the application. A description of the farm covered by the application must be filed in the Honolulu, T.H. office.

#### SECTION II. CERTIFICATION OF PRODUCER-PROCESSOR

Any producer on the farm who was directly or indirectly a processor of



sugarcane during the 1937 crop season, as defined in Sugar Determination No. 32, issued May 24, 1938, is required to enter the name of the processor and execute this section.

### SECTION III. REQUIRED FARMING PRACTICES

Entries of plant food and chemical fertilizer must be the actual average amounts applied per acre of sugarcane land fertilized and must be expressed to the nearest pound. Five or fewer tenths of a pound are to be dropped and more than five tenths considered as a whole pound.

No entry is to be made for the application of chemical fertilizer in any case unless supported by receipts, invoices, or other satisfactory evidence.

Item 1. The maximum acres of sugarcane growing on the farm at any time during the calendar year 1937 must be ascertained from the operator.

Item 2. Entry is to be made only when item 1 shows more than 400 acres. For plantation farms which qualified for a 1937 Agricultural Conservation payment under Practice No. 8, Section IV, Form IR-101-Hawaii, enter the result of dividing the number of pounds of plant food in chemical fertilizer applied by the number of acres fertilized, as shown in section (5)(b), Form IR-102. For all other farms, enter the result of multiplying the percent of plant food in chemical fertilizer applied during 1936 by the number of pounds of such fertilizer applied during 1936 per acre of sugarcane land fertilized, as ascertained from the operator.

Item 3. Entry is to be made only when item 1 shows more than 400 acres. For plantation farms which qualified for a 1937 Agricultural Conservation payment under Practice No. 8, Section IV, Form IR-101-Hawaii, enter the result of dividing the number of pounds of plant food in chemical fertilizer applied by the number of acres fertilized, as shown in section (5)(a), Form IR-102. For all other farms, enter the result of multiplying the percent of plant food in chemical fertilizer applied during 1937 by the number of pounds of such fertilizer applied during 1937 per acre of sugarcane land fertilized, as ascertained from the operator.

Item 4. Entry is to be made only when item 1 shows more than 10, but not more than 400 acres. Enter the number of pounds of chemical fertilizer applied during 1937 per acre of land on which sugarcane was planted in 1937 and on which a crop of ratoon sugarcane was started in 1937, as ascertained from the operator.

Item 5. Entry is to be made only when item 1 shows 10 acres or less. Enter Yes or No, as ascertained from the operator.

Item 6. If the entry in item 5 is Yes, enter "xx" in the first line under the word "Practice". If the entry in item 5 is No, enter in the spaces provided the names and number of units of soil-building practices carried out

on the farm in 1937, as listed in columns (2) and (3) of Section IV, Form IR-101-Hawaii. For example:

| <u>Practice</u>                   | <u>Number of units</u> |
|-----------------------------------|------------------------|
| No. 8 Chemical fertilizer applied | 5.25                   |

#### SECTION IV. COMPUTATION OF PAYMENT

Entries must be made in all items of this section, unless the omission is specifically provided in these instructions.

Item 1. Enter tonnage of sugarcane harvested on the farm in 1937, subsequent to June 30, as ascertained from the operator.

Item 2. Enter, in hundredweights, the amount of sugar commercially recoverable from such sugarcane, computed in accordance with Sugar Determination No. 39, issued July 2, 1938.

If damage from an acceptable cause (see Section V) resulted in bona-fide abandonment of planted acreage of sugarcane for sugar on the land covered by the application, the cause or causes of such abandonment shall be entered in the space provided.

Item 3. Enter the number of bona-fide abandoned acres which resulted from the above cause, as ascertained from the producer. If there are no bona-fide abandoned acres from an acceptable cause, enter xx.

Item 4. If bona-fide abandoned acres are shown in item 3, or if damage from an acceptable cause resulted in a crop deficiency on the farm, enter the normal yield per acre in hundredweights, as computed in accordance with Sugar Determination No. 36, issued June 17, 1938; otherwise enter xx. Data required for such computation shall be ascertained from the operator.

Item 5. Enter the result of multiplying item 4 by item 3. Enter xx, if item 3 is so entered.

Item 6. Enter one-third of item 5. Enter xx, if item 3 is so entered.

If damage from an acceptable cause resulted in a crop deficiency on the farm, the cause or causes of such crop deficiency shall be entered in the space provided.

Item 7. If bona-fide abandoned acres are shown in item 3, or if an acceptable cause of crop deficiency is entered in the space provided above, enter the number of acres of sugarcane harvested during 1937, subsequent to June 30, as ascertained from the operator; otherwise enter xx.

Item 8. Enter the result of multiplying item 4 by item 7. Enter xx, if item 7 is so entered.

Item 9. Enter 80% of item 8. Enter xx, if item 8 is so entered.



Item 10. Enter the result of subtracting item 2 from item 9. If item 2 equals or exceeds item 9, enter xx.

Item 11. Enter item 2, or if the farm is approved for abandonment and deficiency payment in Section V, item 2, plus item 6, plus item 10.

Item 12. Enter item 11 x \$0.60.

Item 13. If item 11 is in excess of 10,000 hundredweights, enter amount of deduction, pursuant to section 304(c) of the Sugar Act of 1937. The following scale of deductions shall be used in computing this entry:

| That portion of the quantity of sugar which is included within the following intervals of hundredweights, raw value: | Reduction in the base rate of payment per hundredweight of such portion: |
|--|--|
| 10,000 to 30,000   | \$0 .050   |
| 30,000 to 120,000  | .075   |
| 120,000 to 240,000   | .100   |
| 240,000 to 600,000   | .125   |
| More than 600,000  | .300   |

For example: If the amount in item 11 is 300,000 cwts., the deduction will be computed as follows:

Amount in excess of 10,000 cwts. = 290,000 cwts.

|                                  |   |                                     |
|----------------------------------|---|-------------------------------------|
| 20,000 cwts. @ \$ .05            | = | \$1,000.00                          |
| 90,000 " @ .075                  | = | 6,750.00                            |
| 120,000 " @ .100                 | = | 12,000.00                           |
| 60,000 " @ .125                  | = | 7,500.00                            |
| <u>290,000 total excess cwt.</u> |   | <u>\$27,250.00 total deduction.</u> |

Total deduction to be entered in item 13 = \$27,250.00

Item 14. Enter the result of subtracting item 13 from item 12.

#### SECTION V. APPROVAL FOR PAYMENT WITH RESPECT TO ABANDONMENT AND CROP DEFICIENCY

If xx is entered in items 6 and 10 of Section IV, Section V need not be executed.

If amounts are shown in items 6 and/or 10 of Section IV, determine the total acreage of sugarcane harvested for the extraction of sugar in 1937, subsequent to June 30, in the county in which the farm is located. Determine that the amount entered in item 2, Section IV, is 80% or less of the sum of the amounts entered in items 5 and 8, Section IV, on a sufficient number of applications from the county on which acceptable causes of abandonment and/or

crop deficiency have been entered in the spaces provided, and that the sum of the amounts entered in item 7, Section IV, for such applications equals or exceeds 10% of the total sugarcane acreage in the county. The acceptable causes of abandonment and/or crop deficiency are as follows:

|         |        |          |
|---------|--------|----------|
| Drought | Storm  | Disease  |
| Flood   | Freeze | Insects. |

If and when this determination has been made for the sugarcane farms within a county, this section is to be signed by the representative of the Insular Division of the Agricultural Adjustment Administration in Hawaii. The date of signature must be entered.

#### SECTION VI. DESIGNATED SOLE RECIPIENT OF PAYMENT

If all of the producers on the farm agree to designate a sole recipient of the payment for their benefit, the name of such sole recipient and his mail address shall be entered in the spaces provided.

#### SECTION VII. DISTRIBUTION OF ACCRUED, UNPAID WAGES

A representative of the Insular Division of the Agricultural Adjustment Administration in Hawaii should determine that each laborer named in column (2) for whom accrued, unpaid wages are shown in column (4), was not paid wages in accordance with section 301(b) of the Sugar Act of 1937 and Sugar Determination #22 Revised, issued July 7, 1938, because he could not be located after every reasonable effort was made, or because the producer who employed him did not have the necessary funds. All entries of the names of laborers and of the amounts of unpaid wages must be evidenced by wage claims on forms provided for that purpose, properly executed by such laborers or their authorized representatives, or by statements signed by the producers stating the names of the laborers not fully paid and the amounts owed. No evidence is to be attached to the application. If all laborers were fully paid, enter xx in the first line in column (2).

Enter in column (1) the names of the producers who owe wages to laborers. In case one producer owes wages to more than one laborer, a ditto sign may be entered under his name for each additional laborer.

Enter in column (2) the name of each laborer who has not been fully paid. All such laborers not fully paid by one producer should be listed consecutively. In case more than one producer owes wages to one laborer, the laborer's name should be entered opposite the name of each such producer. If the name of any laborer is unknown, the word "unknown" must be entered.

Enter in column (3) the mail address of each laborer whose name appears in column (2). In case the address of any such laborer is unknown, the word "unknown" must be entered.

Enter in each line in column (4) the unpaid wages which are due the laborer whose name is entered in that line in column (2) from the producer



whose name is entered in that line in column (1). If the word "unknown" is entered in column (2), enter the amount owed to the laborer whose name is unknown. Enter the total in the last line.

Make no entry in column (5).

In case an extension of Section IV is needed, it should be typed and securely fastened to the application.

#### SECTION VIII. DISTRIBUTION OF PAYMENTS TO PRODUCERS

Enter in column (1) the name of each producer on the farm.

Enter in column (2) the mail address of each producer.

Enter in column (3) the percentage share of the payment payable to each producer. If the producers on the farm consist of one producer-processor and one or more "adherent planters", as defined in letter of July 20, 1938 addressed to Mr. George Mills, each producer's share of the payment must be computed on Form SC-100, Supplement 2, a copy of which is attached to these instructions. The percentages of payment will be computed on Supplement 2 as follows:

Enter in columns (1) and (2) the names and mail addresses, respectively, of all adherent planters on the farm, in the same order that their names appear on the application. Enter in column (3) the number of hundredweights of sugarcane harvested by the adherent planters in 1937, subsequent to June 30, which were ground by the producer-processor. Enter in column (4) the cane ratio of such sugarcane. Enter in column (5) the result of dividing the amount shown in column (3) by the amount shown in column (4). Enter in column (6) one-half of column (5). Enter in column (7) the result of multiplying each item in column (6) by the fraction whose numerator is \$0.60 and whose denominator is the amount of the authorized payment entered in item 14, Section IV, of the application. The producer-processor's share of the payment shall be computed by subtracting the total of the percentages shown in column (7) of Supplement 2 from 100 percent.

When a certificate is used, it must be prepared in duplicate and the original thereof must be signed by a qualified representative of the producer-processor. The original must be attached to the application.

The percentage shares of the payment are to be expressed to the nearest hundred thousandth of one percent, e.g., 2.35649%. Five or fewer millionths are to be dropped and more than five millionths considered as a whole hundred thousandth.

Enter in each line in column (4) Section VIII the result of multiplying item 14, Section IV, by the percentage shown in that line in column (3).

Enter in column (5) Section VIII the total unpaid wages shown in column (4), Section VII, opposite the name of the producer. If there are no unpaid wages for any producer, enter xx opposite his name in column (5), Section VIII. The total of column (5) must agree with the total of column (4), Section VII.

Make no entry in column (6), Section VIII.

The signatures of producers must appear in the same order in which the names of the producers appear.

If any producer desires to name a beneficiary, the name of the designated beneficiary and his mail address should be entered in the spaces provided to the left of his signature.

If there are more than three producers on the farm, a continuation sheet shall be used. Each continuation sheet must be properly identified by the name or designating numeral of the local administrative district, and the serial number of the application.

If any interested person who otherwise would share in the payment with respect to the farm refuses to sign the application, a statement by such person setting forth fully his reasons for refusing to sign should be attached to the application. If such statement cannot be obtained, there should be attached to the application a statement signed by the representative of the Insular Division of the Agricultural Adjustment Administration in Honolulu, T.H., indicating the reason for such refusal and the efforts which have been made to secure the signature of such producer. If, for any other reason, the signature of any interested party who otherwise would share in the payment cannot be obtained, a statement of the reason for the failure of such person to sign must be written in the line where he would have signed and initialed by the representative of the Insular Division of the Agricultural Adjustment Administration.

The regulations set forth in ACP-16 are to be followed with respect to authorizations and signatures of producers on the application. No written evidence as to authority to sign applications in a representative capacity is to be attached to the application.

#### SECTION IX. CERTIFICATION AND RECOMMENDATION OF REPRESENTATIVE OF INSULAR DIVISION

The date of the receipt of the completed application in the office of the Agricultural Adjustment Administration, Honolulu, Hawaii, shall be the date of filing the application and must be entered in the space provided. The representative of the Insular Division of the Agricultural Adjustment Administration in Hawaii is charged with the responsibility of determining that all signatures are in accordance with regulations set forth in ACP-16.



In case such representative of the Insular Division finds the application to be in order and either that all producers have signed the application or that the percentage share of those who have not signed has been correctly determined and entered, he should approve the application for payment by signing in the space provided. The date of signature should be entered. The representative of the Insular Division who approves the application must be duly authorized by the Officer in Charge of the Hawaiian office of the Agricultural Adjustment Administration to act for the Insular Division and must not be a near relative of any interested person shown on the application or have any share of financial interest in the land or sugarcane covered by the application.

All applications should be carefully checked in the local office of the Agricultural Adjustment Administration to insure that they have been correctly completed, that the data have been properly entered, and that no discrepancies exist as to data entered in various parts of the application.

When an adequate supply of applications is completed, the forms should be folded in the blank space between Section V and Section VI, carefully packed and shipped to Washington. In addition, transmittal sheets, correctly filled out for each shipment should be included in the shipment. The transmittal sheets used in connection with the 1937 Agricultural Conservation program will also be used in connection with the sugar program.

Form SC-100, Supplement 2

United States Department of Agriculture  
Agricultural Adjustment Administration

Certificate with Respect to Joint-Producers,  
to be Submitted by Producer-Processor

Who Operates the Farming Unit and Who Executes Form SC-100

| Name of<br>joint-producer<br>(1) | Address<br>(2) | Hundredweights<br>of cane ground<br>(3) | Cane<br>ratio<br>(4) | Recoverable<br>sugar<br>(5) | Share of re-<br>coverable sugar<br>with respect to<br>which payment<br>is computed<br>(6) | % share<br>of<br>payment<br>(7) |
|----------------------------------|----------------|---|----------------------|-----------------------------|---|---------------------------------|
|                                  |                |   |                      |                             |   |                                 |

I, (Name of officer), an officer, to wit, (Office), of (Name of producer-processor), do

hereby certify that the above information is correct and in accordance with agreements entered into with the joint-producers shown herein. I further certify that in accordance with said agreements, the percentage share of the total authorized payment for the farming unit to which the said producer-processor is entitled is equal to 100 per cent minus the total of column (7).

(Signature)

Column (5) obtained by dividing column (3) by column (4).

Column (6) 1/2 of column (5).

Column (7) obtained by dividing the product of column (6) and 60 cents by the amount of authorized payment shown in item 14 of Form SC-100.